

Minutes of the Personnel Committee

Tuesday, November 16, 2010

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Steve Wimmer, Pete Gundrum, and Jim Heinrich. Kathy Chiaverotti arrived at 1:05 p.m. and Paul Decker arrived at 1:09 p.m. Gundrum left the meeting at 2:21 p.m. **Absent:** Gilbert Yerke.

Also Present: Chief of Staff Mark Mader, Senior Financial Analyst Bill Duckwitz, County Clerk Kathy Nickolaus, Human Resources Manager Jim Richter, Senior Human Resources Analyst Renee Gage, Principal Human Resources Analyst Terri Sgarlata-Lutz, Administration Director Norm Cummings, and Legislative Associate Mary Pedersen.

Approve Minutes of 10-19-10

MOTION: Wimmer moved, second by Gundrum to approve the minutes of October 19. Motion carried 4-0.

Schedule Next Meeting Dates

- December 14 (tentative)

Chair's Executive Committee Report of 11-15-10

Paulson said the Executive Committee, at their last meeting, approved the sale of two land remnants and heard an update on information technology projects.

Ordinance 165-O-068: Modify The County Clerk 2010 Budget For Election Costs

Nickolaus discussed this ordinance which authorizes the transfer of \$70,000 from the County's Contingency Fund to the County Clerk's operating budget to cover ballot-related costs for the September primary and November general elections.

Chiaverotti arrived at 1:05 p.m.

Nickolaus indicated higher-than-normal voter turnout required more ballots than anticipated. There are also higher-than-anticipated ballot printing charges and shipping charges (to the military) due to an unexpected higher number of contests, candidates, and referenda. Nickolaus noted in the eight years she has been County Clerk, she has never seen a ballot as large as the one for the September primary and this increased the total cost.

Decker arrived at 1:09 p.m.

MOTION: Heinrich moved, second by Gundrum to approve Ordinance 165-O-068. Motion carried 6-0.

Review and Approve Revisions to Select Classification Specifications

To answer Heinrich's question, Richter and Gage explained why "accredited college or university" was changed to "recognized college or university." Regarding the Economic Support Supervisor, under Characteristic Duties and Responsibilities, Heinrich asked that the programs listed not be all inclusive and be referenced as such, perhaps by adding the words "including but not limited to." Heinrich asked that this wording be added for the Fraud Investigator as well. Regarding

Maintenance Mechanic II, page 2, Heinrich asked that the word “electronic” be removed prior to the word “spreadsheet” for consistency purposes. Heinrich also suggested some minor grammatical changes such as “state” to “State” and removing what he felt were redundant “ands” for the Senior Financial Analyst under Characteristic Duties and Responsibilities, lines 6 and 12, and removing the word “annually” in line 18. Richter did not voice any objections to said changes.

MOTION: Heinrich moved, second by Wimmer to approve the revisions to select classification specifications as amended. Motion carried 6-0.

Educational Presentation on the Pay For Performance System

Richter and Cummings explained this item as outlined in their handout entitled “Waukesha County Non Represented Pay for Performance Compensation System” which included information on background, system components (old system vs. new system), the performance award process, progression through the pay ranges, and performance based awards based on 2006, 2007, 2008, and 2009 performance.

In 1996, the County hired a consultant to study alternative pay systems consistent with the goals of the County Executive and County Board. The objectives of a new pay system included the following: distinguish monetarily between true differences in performance to recognize high performing employees, create a system which will incent all employees to excel, create a system which is more accountable to the public about salary expectations and have it based on performance standards and goals, improve productivity and quality by providing motivation to employees, establish a system to recruit and retain employees and improve morale for true rewards for performance, cost neutral to past system but long-term savings with slower progression through pay ranges and smaller pay increases over a longer timeframe, and eliminate demands for reclassifications of positions in order to address salary compensation.

The system was adopted in 1997 after a one-year pilot program. It was evaluated in 1998 by outside parties at which time it was determined the system was meeting its goals. The County Board later adopted it as a permanent system and annual reports are given to the Personnel Committee.

Gundrum left the meeting at 2:21 p.m.

Closed Session

MOTION: Wimmer moved, second by Heinrich to go into closed at 2:32 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s). Motion carried 5-0.

MOTION: Decker moved, second by Heinrich to return to open session at 3:13 p.m. Motion carried 5-0.

MOTION: Chiaverotti moved, second by Heinrich to adjourn at 3:13 p.m. Motion carried 5-0.

Respectfully submitted,

Gilbert W. Yerke
Secretary